



GILROY HIGH SCHOOL

GREG KAPAKU, PRINCIPAL

GILROY HIGH SCHOOL WORK PERMIT PROCEDURE: *Please READ carefully!*

*Please consider the following information when applying for a work permit: (COVID-19 School Closures) Work Permit may submit via email to **the school office coordinator**.*

- o Review the Student Work Permit Procedures
- o Completed application: [Statement of Intent to Employ a Minor and Request for Work Permit Application](#)
 - Minors Information (Including Social Security Number)
 - Employer's Information
 - Parent or legal guardian's signature for approval to work.
- o Official ID, provide one of the following: California Driver's License, California Identification Card, School ID, or Birth Certificate
- o During the processing, your residential address must match our record, if not, a proof of residency will be required.

****Request for Work Permit***

Students may request a work permit from the school office coordinator. No student under the age of 16 shall be issued a work permit from Gilroy High School. In addition, all students applying for a work permit must have no grade of "F" in any class and a minimum of a 2.0 GPA. Students must also have good attendance and no disciplinary actions or incidents during the year. A work permit can be revoked if the student does not meet any and/or all of these requirements.

*****Email the completed application to Mrs. Mukai:***

maryann.clements@gilroyunified.org (School Office Coordinator). Once an application is received and reviewed, we will send you a work permit to be signed by the minor(do not print) and must return ASAP for final approval.

Academic School Year Hours: 8:00 – 4:00pm Monday ~Friday

- o **You must apply via email.** If the hours of operation cause a hardship, please contact the office to schedule an appointment.
- o When school is in session, you must bring a current school transcript. Please contact your school registrar or academic coordinator for information on obtaining a copy of your transcript.
- o Your GPA must be 2.0 or above. If your GPA is lower than the required, you will not be issued a work permit.
- o You must submit the following documentation:
- o Completed application: **Statement of Intent to Employ a Minor and Request for Work Permit Application**
 - Minors Information (Including Social Security Number)
 - Employer's Information
 - Parent or legal guardian's signature for approval to work.
- o Official ID, provide one of the following: California Driver's License, California Identification Card, School ID, or Birth Certificate

Forms:

<https://resources.finalsite.net/images/v1586372662/gusdk12caus/pjpwjvmuxjwl2pqgbmbe/WorkPermitRequest.pdf>

STATE OF CALIFORNIA DEPARTMENT OF EDUCATION STATEMENT OF INTENT TO EMPLOY A MINOR AND REQUEST FOR A WORK PERMIT-CERTIFICATE OF AGE CDE Form B1-1 (REV. 02-14)

Frequently Asked Questions about Work Permits

What is a work permit and where can I get one?

A work permit is a legal document required by the state of California that allows a person under 18 years of age to hold a job. You may get a work permit from your local public high school. There are four steps in obtaining a work permit:

- a) Obtain a work permit application at your local high school or the application form may be downloaded from our website:
<https://resources.finalsite.net/images/v1586372662/gusdk12caus/pjpwjvmuxjwl2pqgbmbe/WorkPermitRequest.pdf>
- b) Must fill out the personal information at the top of the application, get your prospective employer to fill out the information required in the middle portion (signed), and have a parent or guardian sign the bottom portion of the application.
- c) Email the completed work permit application to the school coordinator and will be processed in a timely manner. **It usually takes 48 hours to process the Work Permit.**
- d) Incomplete paperwork will result in delays to process.

At what age can I get a work permit?

It is the policy of GHS that we do not issue permits to those under the age of 16. There are many reasons, but the most important reason is we find the transition to high school is a difficult one during the freshman and sophomore year. Typically, most students turn 16 towards the end of their sophomore year or beginning of their junior.

Does a work permit require school attendance?

Minors under 18 years of age must attend school to get a work permit. If a student graduates from high school before age 18, he or she no longer needs a work permit. If a student passes the California High School Proficiency Exam (CHSPE) or the G.E.D. before the age of 18, he or she no longer needs a work permit. When an employer hires someone under 18 years old who has graduated, passed the CHSPE or G.E.D., the document verifying that fact must be given to the employer as proof that no work permit is required. Minors between 16 and 18 years of age who have dropped out of school must be enrolled in continuation or adult school classes for at least four hours per week before getting a work permit. Emancipated minors must attend school in order to get a work permit. Emancipated minors are those who have gone through court proceedings to be legally separated and freed from the control of their parents for certain reasons. Emancipated minors are still required to get a work permit before being employed but may obtain the work permit without parent consent and signature.

Can a work permit be taken away?

Yes, the work permit can be cancelled and taken away at any time by a high school administrator. In addition, a work permit can be cancelled at a parent's request with good reason. Good reasons for canceling a work permit include: job does not fit legal requirements for minors, hours scheduled create a truancy or absence problem for the student, or demands of the job are causing students to fail classes at school.

When does a work permit expire?

A minor must obtain a work permit for each job. A work permit is no longer valid when a minor quits or leaves a job. A new work permit application must be filled out for each new job. In addition, all work permits in the state of California expire five days after the opening of school in the fall. This is to ensure that all minors report to school in the fall before continuing to work after summer vacation. Therefore, if a minor obtained a job and work permit in June and still had that same job in September, the work permit would expire. The minor would need to obtain a new work permit for the new school year even though it was for the same continuing job.

Do teenage actors get their work permits from their high school?

No. Minors aged 15 days to 18 years employed in the entertainment industry must have a permit to work, and employers must have a permit to employ, both permits being issued by

the [Division of Labor Standards Enforcement](http://www.dir.ca.gov/dlse/DistrictOffices.htm) (<http://www.dir.ca.gov/dlse/DistrictOffices.htm>). These permits are also required for minors making phonographic recordings or who are employed as advertising or photographic models. Permits are required even when the entertainment is noncommercial in nature.

There is no fee to obtain an entertainment work permit. The [application for permission to work in the entertainment industry](http://www.dir.ca.gov/dlse/DLSEForm277.pdf) (<http://www.dir.ca.gov/dlse/DLSEForm277.pdf>) must be filled out completely and mailed, along with any required documents and a pre-addressed, stamped envelope, to any office of the Division of Labor Standards Enforcement. To find the nearest DLSE office, use the [division's office locator](http://www.dir.ca.gov/dlse/DistrictOffices.htm). (<http://www.dir.ca.gov/dlse/DistrictOffices.htm>)

Do teenage actors have to attend school?

Yes. If a performer is under 18 years and unable to attend his or her regular school, the employer must provide a studio teacher to teach during school days. In addition, the studio teacher is present on the set with minors on Saturdays, Sundays, holidays, and during vacations. The studio teacher, in addition to teaching, has the responsibility for attending to the health, safety, and morals of minors under 16 years of age while the minors are employed by the entertainment industry. The studio teacher may refuse to allow the use of a minor on a set or location, if, in the judgment of the studio teacher, conditions are such as to present a danger to the health, safety, or morals of the minor.